

hosting the meeting of the Committee on a rotational basis;

(f) "Mayor" means the chief elected official of Strathcona County or the Town of Bruderheim;

(g) "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, c M-26; and

(h) "Town" means the municipal corporation known as the Town of Bruderheim.

Interpretation

3 The following rules apply to interpretation of this bylaw:

(a) headings, titles, and margin notes in this bylaw are for ease of reference only;

(b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;

(c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and

(d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE

Establishment

4 Strathcona County and the Town of Bruderheim jointly establish a council committee named the Strathcona County and Town of Bruderheim Intermunicipal Relations Committee.

Mandate

5 The mandate of the Committee is to enhance the relationship between the municipalities and ensure effective communication on municipal issues of common interest.

Terms of Reference

6 To fulfill its mandate, the Committee may:

(a) Develop and maintain a forum for the exchange of information about municipal issues of common interest;

- (b) Identify opportunities for enhancing the intermunicipal relationship; and
- (c) Make recommendations to County Council and Town Council on strategies, frameworks, programs, or policies to enhance the intermunicipal relationship.

PART III – MEMBERSHIP, TERMS, AND HOST MUNICIPALITY

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| Voting Members | <p>7 The Committee includes the following voting-members:</p> <ul style="list-style-type: none"> (a) County Mayor; (b) Town Mayor; (c) Two (2) County Councillors as appointed by County Council; and (d) Two (2) Town Councillors as appointed by Town Council. |
| Non-voting Members | <p>8 The Committee includes both the County and Town Chief Administrative Officers as non-voting members.</p> |
| Terms | <p>9 County Councillors who are members of the Committee will be appointed by the County Council and will serve at the pleasure of Council for four (4) years.</p> <p>10 Town Councillors who are members of the Committee will be appointed by the Town Council and will serve at the pleasure of Council for four (4) years.</p> |
| Host municipality | <p>11 The County and the Town will share the responsibility to host Committee meetings on a rotational basis.</p> |

PART IV - MEETINGS

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| Meetings | <p>12 The Committee will:</p> <ul style="list-style-type: none"> (a) adopt a meeting schedule at the start of each year; (b) provide the annual meeting schedule to the County and Town Chief Administrative Officers; and (c) post the annual meeting schedule on the Committee’s webpage to provide notice to the public. |
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- 13 The Committee may vote to change the date, time, or place of a scheduled Committee meeting, or to schedule an additional Committee meeting, if the Committee provides notice of the meeting in accordance with this bylaw.
- Meeting in public 14 Committee meetings will be held in public unless the Committee meeting is closed for reasons permitted by the *Municipal Government Act*.
- Agenda 15 The agenda for a Committee meeting will be established by the Host Municipality and distributed to the Committee members one week in advance of the meeting.
- Quorum 16 Quorum consists of two voting members from each municipality and the Chief Administrative Officer from each municipality.
- Procedures 17 Committee meetings will be conducted in accordance with this bylaw and Robert's Rules of Order, but in the event of a conflict between this bylaw and Robert's Rules, this bylaw will apply.
- Recommendations 18 The Committee will vote on any recommendations, but recommendations must be approved by motion by both County Council and Town Council.
- Minutes 19 The Host Municipality will prepare and distribute minutes within 7 business days of the meeting.

PART V - CHAIR

- Chair 20 The County Mayor and Town Mayor will serve as chair of the Committee on a rotational basis.
- 21 If the Mayor of the Host Municipality is absent, then one of the appointed Host Municipality Councillors will serve as chair.
- 22 The chair will preside at the Committee meeting and decide all points of order.

PART VI – ADMINISTRATIVE SUPPORT

Administrative support

23 The Chief Administrative Officer of the Host Municipality will provide administrative support to the Committee, including:

- (a) Publishing the Committee’s meeting schedules and notices;
- (b) Providing technical, administrative, meeting space, meeting management and other supports to the Committee as required for its meetings;
- (c) Managing the Committee’s minutes and records;
- (d) Providing information or records to the Committee about matters within its mandate, subject to *Freedom of Information and Protection of Privacy Act* and other confidentiality requirements; and
- (e) Facilitating the preparation of Committee reports to Council.

FIRST READING: September 14, 2021

SECOND READING: September 14, 2021

THIRD READING: September 14, 2021

SIGNED THIS 29th day of September, 2021.

Rod Frank

MAYOR

Mavis Nathoo

DIRECTOR, LEGISLATIVE AND LEGAL SERVICES